

(CLASS DESCRIPTION)

PROGRAM MANAGER SENIOR I (5482)

PROGRAM MANAGER SENIOR II (5483)

PROGRAM MANAGER SENIOR III (5484)

PROGRAM MANAGER SENIOR IV (5485)

The following is a Class Description. A Class Description provides information about the Nature of Work. Examples of Work and General Requirements for a classification in the Management Service or a classification in the Skilled or Professional Service in which all positions have been designated Special Appointments. Required Knowledge, Skills and Abilities; specific Minimum Education and Experience Requirements; Special Requirements; and recruitment and testing procedures are set by the using agency.

I. NATURE OF WORK:

Program Manager Senior I-IV are the highest managerial levels of work in the Management Service of the State Personnel Management System. Employees are responsible for directing programs that have the highest scope and effect on agency missions and operations. Employees have managerial responsibility for the work of other employees in the Management Service and through them direct technical, professional and/or administrative staff.

Supervision is typically received from an Executive Service employee.

This classification series is limited to the highest-level managers of programs in the Management Service. Managers of agency-unique programs of lesser scope and responsibility are classified in the Program Manager I-IV classification series. Managers of programs common to two or more agencies are classified in the Administrative Program Manager series or other specific occupational series. Classification levels within the Program Manager Senior series are determined on the basis of modified factor comparison with other Program Manager Senior positions of similar organizational placement and scope. Positions are evaluated using the Management Classification Factors: 1. Qualifications 2. Nature and Purpose of Personal Contacts 3. Nature of Recommendations. Commitments. Decisions and Conclusions 4. Creative Thought. 5. Planning 6. Responsibility for Administration 7. Nature of Supervision Received.

II. EXAMPLES OF WORK: (Examples are illustrative only)

- Plans, directs and administers all aspects of an agency program(s);
- Establishes overall policies and procedures for the program(s), oversees their implementation and approves major revisions;
- Establishes overall program goals, standards and controls to meet program objectives and oversees their achievement.
- Oversees and manages the personnel and financial resources of the program(s);
- Develops, implements and manages short and long-range plans for program operations and resources;
- Determines organizational structure and staffing needs of the program(s);
- Prescribes and oversees development and training of program staff;
- Plans, coordinates, supervises and evaluates the work of subordinate managers;
- Represents the agency before federal, state and local officials, legislative committees and senior managers and executives of other agencies concerning program activities;
- Performs other related duties.

III. GENERAL REQUIREMENTS:

Specific educational and experience requirements are set by the agency based on the essential job functions assigned to the position.

DATE ADOPTED: July 1, 2000

Class descriptions broadly define groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED: _____
Director, Division of Salary Administration
and Position Classification

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